



# Return Merchandise Authorization Request

Phone 781-740-9800  
 Fax 781-740-9801  
 customerservice@semisourceinc.com

**Date Requested:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax#:** \_\_\_\_\_

**PO#:** \_\_\_\_\_

- All claims for error, shortage, or damage must be made within 7 days of receipt of goods. All other claims must be made within 30 days of receipt of goods.
- Please allow up to 5 working days for RMA to be processed
- A restocking fee may be applicable.
- COD returns will be refused upon receiving.
- A credit will be applied to your account once parts are received and inspected. Please allow up to 5 working days for return to be processed.
- **Once issued, an RMA is valid for 15 days and will be cancelled if parts are not received within that time.**

Part #	Quantity	Unit Price	Extended Price	Replacement Required	Reason for Return
		\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Additional Comments:**

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Internal Use Only				
SO#	RMA#	Restock Fee	Approved By	Date
		<input type="checkbox"/> Yes <input type="checkbox"/> No		